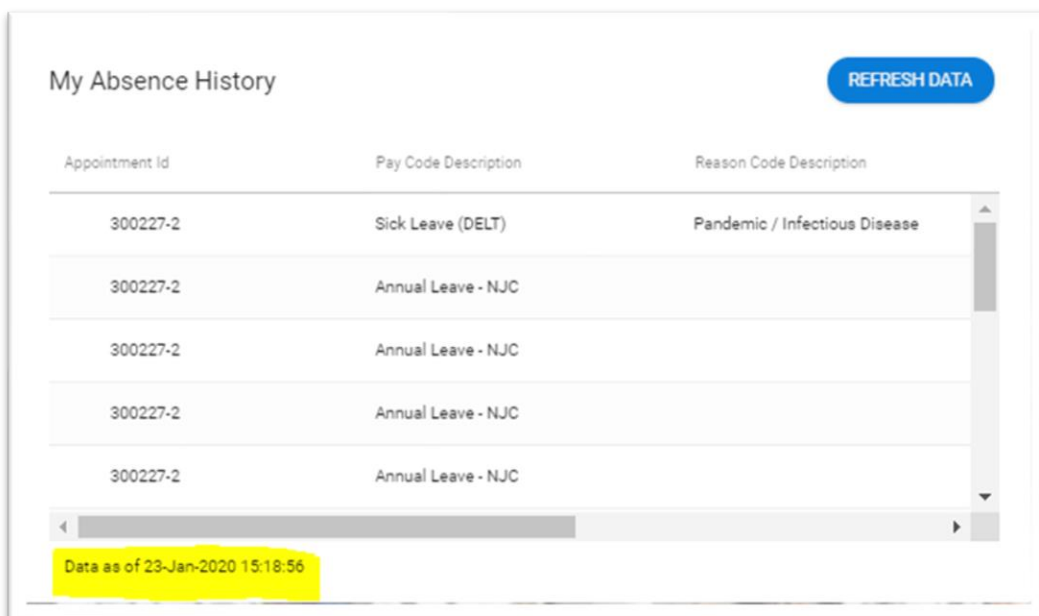# Delt Employee Mini Guide

My Absence History Widget

16/09/2020

My Absence History Widget

My Employee Request Widget – What does it do?
1. From the Employee Dashboard, you can view a report of their My Absence History Widget. This Widget has been designed to enable employees to view all their absence history. 2. Click on the *Refresh Data* button and the report will update 3. At the bottom of the widget you will see the date the report was last run, once you refresh the data, you will see that the report, the date at the bottom will change.   **Note:** If you have recently input an Absence, you will need to wait 15 minutes before refreshing the My Absence History Widget. If you refresh before the 15 minutes are up, your recently updated/added data will not be available to you.